

## FY 2024 MHAA Management Grant Application

### Instructions

#### FY2024 MARYLAND HERITAGE AREAS PROGRAM MANAGEMENT GRANT APPLICATION

Application Deadline (online submission):

11:59 pm May 19, 2023

The **Maryland Heritage Areas Program Management Grant** supports the operating costs of the 13 Certified Heritage Areas.

#### Please read the following instructions before beginning your application:

- This grant application is for **management and operating costs of certified heritage areas**.
- Funds awarded in this application round will be available no sooner than July 13, 2023.
- Please review the [program guidelines](#) before beginning your grant application. The guidelines contain important information about grant amounts, project selection criteria, matching requirements, eligible costs, eligible applicants, and project timeline.
- The grant application must be submitted **online** with all attachments by **11:59 p.m. on May 19, 2023**.
- **Please note that all questions with a red asterisk (\*) require answers. You will not be allowed to submit your application without first answering these questions, or uploading the required documents.**
- **When you have submitted your application successfully, you will see a confirmation message on the screen, and you will receive a confirmation e-mail.**

#### Notes on completing the online application:

- Please review the "Quick Start" guide available [HERE](#) before beginning your grant application. This document will give you valuable tips on how to use the online application system.
- For assistance with the online application process, please contact [andrew.arvizu@maryland.gov](mailto:andrew.arvizu@maryland.gov).

#### Acknowledgement

Please click this box to indicate that you have read and understand the guidelines, available [HERE](#).

No

#### Overview

Organization Name

Grant Project Title

FY 2024 Management Grant

Heritage Area

**Which counties are included in the heritage area?**

## Goals and Objectives

### Organizational Goals and Objectives

#### Five-Year Action Plan: Goals and Objectives

Please attach your approved Five-Year Action Plan that identifies your organizational goals and objectives for the coming fiscal year, along with action items, deliverables, project lead/partners, duration, and reason for priority. All items listed should be categorized as one or more of the four MHAA categories of activity: Product Development, Building Partnerships, Regional Identity, or Organizational.

#### Grant Project Start Date

The date you plan to start work.

This date should not be earlier than July 13, 2023.

#### Grant Project End Date

Should be no more than two years from the project start date.

Be sure to allow yourself plenty of time to complete the project, and build in time for unforeseen delays.

## Budget

### Project Budget

- The project budget is an important aspect of your grant application, and it is necessary for you to review the [grant guidelines](#) in order to fill out your budget correctly.
- Please note that ALL applicants are REQUIRED to provide a dollar-for-dollar match to the grant, which may be any combination cash and in-kind sources.
- All match MUST be expended during the grant period, which will commence no earlier than July 13, 2023.
- **Before completing the budget fields below on this page, complete your detailed budget using the Excel spreadsheet which you can download and complete by clicking [HERE](#). You must use this form.**
- You will use the numbers from the Excel spreadsheet to fill out the fields below, on this page.
- For a sample budget, please see sample budget tab in the Excel budget document.

#### Detailed Project Budget

Please complete a detailed project budget. The required form is available [HERE](#). Once you have completed the project budget, upload it here as an Excel file.

**Grant Funds Requested****Grant Funds Requested**

The maximum amount you can request for an MHAA Management Grant is \$100,000.

The minimum is \$5,000.

Round up to the nearest dollar.

**Matching Funds****Proposed Total Match**

What is the dollar amount of the total match funds that you will provide for your required one-to-one match? It may be comprised of any combination of cash and in-kind match sources.

**Upload proof of your match here.**

Documentation of match can include: bank statements showing cash in hand, a letter of commitment from a donor or grant source, or a letter of credit or available funds from a bank. If you have multiple letters or pages of documentation, you can scan them into a single PDF document for upload, or attach the additional pages on the Attachment Page at the end of the application.

**Other Project Costs**

Many projects cost far more than the requested amount and the required match. In order to understand the full cost of the project, we ask that you list the additional project costs as well. So if the total project is going to cost \$200,000, and you are requesting a grant of \$50,000, with a proposed \$50,000 match, the Other Project Costs would be \$100,000.

**List the source(s) of all non-state matching funds you are including in your proposed project costs. Please indicate if the funds and support are in-hand, committed, or not yet available.**

**Describe any state funds that are already committed for this project.**

Other state funds may not be part of the match for this grant, but they may be a significant source of other funds for your project.

**Total State Funds Already Committed****Deliverables****Deliverables****What are the key areas of focus for the heritage area this year?**

Are there particular issues, topics or areas of focus that you will be concentrating your efforts on?

**What are the planned outcomes from the heritage area this year? What tangible and intangible deliverables do you anticipate?**

For tangible deliverables, specify the number of products, i.e. 5,000 brochures. For intangible deliverables, provide estimates, i.e. 500 new visitors; 150 new interactions with the public; 750 additional page views on website.

**Are the above deliverables included in your Five-Year Action Plan?**

If not, explain how they support your programmatic and/or operational goals for the coming year. Are they taking advantage of a new opportunity? Why have they been identified as a priority?

**What are the key challenges you face in your heritage area this year?**

## Support

### Support for the Project

**Federal Legislative Districts**

Please indicate the Federal legislative district in which your project property (not your organization) is located. To look it up, click [HERE](#).

**State Legislative Districts**

Please indicate the Maryland state legislative district in which your project property (not your organization) is located. To look it up, click [HERE](#).

**Please list the elected officials and other individuals from whom you have requested letters of support.**

**You are encouraged to have letters from a State Delegate and a State Senator representing the district within which the project property is located; other letters may come from local elected officials, prominent community leaders, or subject matter experts, for example.**

**If you have copies of the support letters, you can upload them here (Sometimes the letters are sent directly to MHAA.)**

Letter of Support

Letter of Support

Letter of Support

Letter of Support

## Project Mgmt

### Administrative Capability

Identify any key individuals within the applicant organization who will be involved in the implementation of this project, in addition to the primary contact identified on the "Applicant" tab.

Include the name and title for each person listed.

### Consultants and Partners

Identify any key individuals outside of the applicant organization who were consulted in the development of this grant application or who will be involved in this project (i.e. contractors, consultants or partners).

Include the name, title, company name, and the role they will play.

## Applicant

### Applicant Organization

#### Legal Name

The name provided must match EXACTLY the legal name as registered with the Maryland State Department of Assessments and Taxation (SDAT). You can check your organization's legal name by clicking [HERE](#).

#### Organization Type

#### Tax ID / Federal Employer Identification Number (EIN)

For non-profit organizations and government agencies, this is generally a 9-digit number, e.g. 52-1234567. For individuals/private owners, enter your social security number.

#### Mailing Address

City

State

- Select One -

Zip Code

#### Organization General Phone Number

Extension

**Organization General Email Address****Website Address****Organizational Documents**

Non-profit organizations must upload copies of their organizational documents. For most organizations this will include the filed Articles of Incorporation or Articles of Organization, and Bylaws or an Operating Agreement. Government entities do not need to upload organizational documents.

You can upload one document in each upload box. If you need to upload additional documents, you can add them on the Attachments page at the end of the application.

**Additional Organizational Document****Proof of Non-Profit Status (if applicable)**

If your organization is a non-profit, you must upload a copy of the Determination Letter from the Internal Revenue Service.

**Project Contact Person**

**This is the person who will receive all correspondence, notifications and reminders regarding the grant.** You will have an opportunity to provide the contact information for a grant writer (if applicable), below. Do not list the same person twice.

**Prefix**                      **First Name**

- Select One -

**Last Name**

**Title**

**Contact Address**

**City**                      **State**

- Select One -

**Zip Code**

**Contact Phone**

**Extension**

**E-mail**

**Please upload a resume for the primary contact.**

## **Release**

### **Release and Consent**

MHT/MHAA regularly shares information about projects that have received grant funding. Application materials, including photographs, maps, text, graphics, and forms may be used by MHT/MHAA for non-profit purposes including, but not limited to, education and publicity via printed material, television broadcasts, and internet postings. MHT/MHAA does NOT share applicants' financial information unless required to do so by law.

Photographs of the project which have been taken by MHT staff may also be made available to the public.

In rare cases, application information may be requested under Maryland's Access to Public Records Act (the "Act").

By executing this release and consent, I hereby consent to the publication of photographs and other application materials relating to the Project for which I have received financial assistance, and I hereby authorize MHT/MHAA to print, publish or post pictures of the Project and to make application materials available to the public.

If you consider information in this application confidential and do not want it made available to the public, please indicate your objections in writing and upload your letter below.

**Upload your letter of objection, if applicable, here.**

**I have read and understand that, by not attaching an objection in writing, I have consented to public use of information in this application and a waiver of any rights I may have under the Act.**

Do not check the box if you have uploaded a letter of objection.

No

### **Legal Authorization**

**I certify that all the information contained in this application is true and accurate and that I am legally authorized to submit this application on behalf of the applicant organization.**

No

**Full Name of Legally Authorized Submitter**

This must be someone legally authorized to sign for your organization.